

**POSITION AVAILABLE
EXECUTIVE DIRECTOR
HOUSING AUTHORITY OF THE CITY OF FITZGERALD, GEORGIA**

The mission of the Housing Authority of the City of Fitzgerald, Georgia, is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Fitzgerald-Ben Hill County. The FHA dedicates itself to creating and sustaining an environment where every Ben Hill County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong, and healthy family.

The Board of Commissioners is seeking an individual to serve as its Executive Director who is highly motivated. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks. Such person must be able to provide leadership for all aspects of organization operations; be responsible for implementing Board and FHA policy decisions, creating strategic goals, and monitoring fiscal performance and progress towards goals; manage subordinates by planning and directing all activities required to meet business goals and objectives. Essential job functions of the Executive Director include, but are not limited to, establishing short-range and long-range strategies; determining objectives; setting priorities; and implementing operational and organizational changes; and facilitating the timely and satisfactory resolution of complex issues based on the needs and goals of the organization.

Duties/Responsibilities

The Executive Director is expected to manage the organization's performance and productivity to ensure conformance to standards established by the Board of Commissioners, assure fiscal accountability; develop annual budgets and forecast with monitoring mechanisms to facilitate reporting and financial analysis; ensure FHA activities are in compliance with applicable laws, policies, regulations and performs other duties as assigned by the Board of Commissioners. The Executive Director is, further, expected to have knowledge of public housing organization, operations, policies, and procedures; business leadership; strategic planning; state and Federal public housing statutes, rules, codes, and regulations; and techniques and practices for efficient and cost-effective management of resources. Further, the Executive Director shall display effective leadership, authority, the ability to delegate tasks and advanced skill in developing and implementing long-range fiscal and operational plans. He or she shall also analyze and resolve complex issues; manage multiple projects; prioritize multiple tasks and demands; investigate and analyze complex and sensitive issues; and effectively communicate verbal and written instructions.

Minimum Qualifications

Minimum qualifications are a bachelor's degree in Urban Planning, Finance, Public Administration, Business Administration, or a related field; a minimum of four years of experience in public housing management; PHM certified or certifiable within one year of employment; and a valid driver's license and acceptable driving record. The Board of Commissioners may consider substantial experience and a proven track record in public housing as an alternative requirement to a four-year degree.

Benefits include dental insurance, health insurance, life insurance, paid time off and use of an FHA-owned vehicle while engaging in business of the FHA.

Interested candidates should send a cover letter outlining qualifications for the position, emphasizing particular strengths of the applicant, together with a resume and at least three references to: Toni Sawyer, Post Office Box 690; Fitzgerald, Georgia 31750. Applications should be received no later than Friday, July 21, 2023, in order to receive appropriate consideration. However, the position shall remain open until filled.

Equal Employment Opportunity Employment

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. The Housing Authority is an Equal Opportunity Employer.